



# Minutes NV COMMUNICATIONS STEERING COMMITTEE

<b>DATE</b>	March 2, 2004
<b>TIME</b>	1:15 pm – 3:00 pm
<b>LOCATION</b>	1263 South Stewart (NDOT) – Carson City 123 E. Washington St (NDOT) – Las Vegas
<b>RECORDER</b>	Maggie Thorne

## ATTENDANCE

<b>Carson City Members</b>	<b>Present</b>	<b>Las Vegas Members</b>	<b>Present</b>
Terry Savage, Chair, Dept of Information Technology	✓	Anthony DeMeo, Nye County	✓
Robert Chisel, Dept of Transportation	✓	Dennis Cobb, LV Metro Police Dept	
Neil Harris, Elko County Sheriff's Office		Bob Lossle, FBI	
Heidi Sakelarios, NV Health Division	✓	James Spinello, Clark County	
Freeman Johnson, Dept of Conservation & Natural Resources	✓	Jack Staley, LV Valley Water District	✓
Bill Wildeman for Dave Hosmer Dept of Public Safety	✓	Ronda Hornbeck, Lincoln County	✓
Dan Newell, City of Yerington	✓		
Ralph Jaeck, City of Reno			
Chris Lake, NV Hospital Association	✓		
Dan Holler, Douglas County			

## Staff

<b>Name</b>	<b>Present</b>	<b>Name</b>	<b>Present</b>
Mark Blomstrom, Dept of Information Technology	✓	Glade Myler, Attorney General's Office	✓
Maggie Thorne, Dept of Information Technology	✓	Dave McTeer Dept of Administration	
Jim Wilson, Clark County/SNACC	✓		

## I. CALL TO ORDER

Terry Savage called the meeting to order at 1:30 pm. Due to video problems, the meeting was held via a conference call between Carson City and Las Vegas.

Terry mentioned the following membership changes:

1. Dennis Copp, Deputy Chief of LV Metro Policy Department has replaced Ray Flynn as a NCSC member.
2. Anthony DeMeo, Sheriff, Nye County, as a new member of NCSC and
3. Bill Donahoe, Dept of Energy, no longer a member of NCSC.

## **II ROLL CALL/MINUTES**

The roll call was conducted by Maggie Thorne. Present: 9 members, 1 alternates  
Absent: 7

A MOTION WAS MADE BY FREEMAN JOHNSON AND SECONDED BY CHRIS LAKE TO APPROVE THE MINUTES FROM THE JANUARY 6 AND FEBRUARY 3, 2004 MEETINGS. MOTION CARRIED.

## **III. TRANSITION PATH POSSIBILITIES AND SOFTWARE DEFINED RADIOS**

Terry asked that this item be postponed.

Mark Blomstrom provided an update of the January 8 and January 22 meetings of the Homeland Security Commission (HSC). At the January 8 HSC meeting AB441 was discussed and 13 subcommittees were identified and approved. One of the approved subcommittees was the Communications Steering Committee (NCSC) to be co-chaired by Terry Savage and Jack Staley. Jack Staley was also named a member of the Homeland Security Commission. Mark mentioned that this was good news. NCSC is now approved and authorized to act as the Communications Committee to the Homeland Security Commission.

Mark then turned the gavel over to Jack Staley to chair the balance of the NCSC meeting. Jack Staley indicated that the NCSC will report to the Homeland Security Commission (HSC) on a regular basis. The next regular meeting of the HSC will be held on April 1. All recommendations from NCSC must be presented to HSC who will then present them to the Governor. Maggie Thorne asked if NCSC would be renamed the Communications Subcommittee, but Jack Staley said he saw no reason to change the current name. Glade Myler said legally he saw no reason for not continuing using the current name since the Committee has been adopted into HSC as an adjunct to them.

## **IV. COMMUNICATIONS INTEROPERABILITY PLAN**

1. RFP Subcommittee: Mark Blomstrom indicated the committee has a teleconference and progress is going well. The tentative timeline is some point in April a contractor would be identified and anticipate October having the study completed.
2. Draft Near Term Interoperability Plan: Robert Chisel reviewed a powerpoint presentation with the membership. Mr. Savage asked if the document had been reviewed by the Technical Workgroup and whether the Workgroup was recommending the document to NCSC. Jim Wilson (Workgroup chair) said the Workgroup has reviewed it and feels the document is a good start but not all agencies have reviewed it and it needs to be seen by all so they can add to it as necessary. It was suggested by Terry that in order to control changes/revisions to the document, that Maggie Thorne from DoIT, be responsible for managing this information. After Mr Chisel went through the presentation, Freeman Johnson ask how this (the presentation) would have interoperability/interconnectability with VHF with our volunteer fire departments and the Nevada Division of Forestry (NDF). Mr. Chisel said the document was a draft and it was not intended to leave anyone out. After a lengthy discussion, it was agreed that has far as the Interoperability Plan is written, no one is left behind. Mr. Chisel added that the idea of this presentation was to put something together in order to get going (on the Plan) and now we can either shoot it full of holes or add what we need to add and get going. Mark Blomstrom recommended that before the consultant is on board, NCSC needs to identify interoperability needs from a functional standpoint and rank them on a range

from 0-3 (0 = No interoperability needed, 1=day to day; 2=task force interoperability, 3= large scale interoperability). Then we take these functional needs and address them to the 6 levels of the public safety wireless network standards, connect them and prioritize them in order to work with the consultant and produce a Plan. Mr. Blomstrom recommended that we begin making changes and updates to this (the presentation) now. It was agreed that NDF was left out of the presentation. Jack Staley said that first Mark Blomstrom or Robert Chisel should see that everyone who needs a copy of the document get one and over the course of the next several weeks, if everyone could either feed a list of either concerns or proposed changes to Maggie Thorne, then we would make that composite list available and NCSC will then address it before we make this an official version.

Stu Cronon asked how this presentation will fit in with what the Consultant will be doing? It's anticipated that this presentation will assist in the development of the Plan.

Anthony DeMeo said he was with the group when the presentation was prepared and NDF was discussed to be included and addressed with regards to all the rural areas and VHF.

Jack Staley said that Jerry Bussell (Homeland Security Commission) is expecting (at the April 1st meeting) something from NCSC, but he was not sure what. Mr. Savage believed Jerry wanted to know what NCSC's process is in coming up with a plan and where (NCSC) is on the process and what the next steps. Mr. Savage did not believe Mr. Bussell expected specifics for grant applications and Mr. Blomstrom concurred. Mr. Blomstrom felt Mr. Bussell wants a full-fledge status report on where NCSC is at and what the timeline looks like and Mr. Savage believed that could be accomplished. Mr. Staley did not have a problem with that.

Mr. Savage stated that no decisions would be able to be made today and asked members to make final comments about this discussion. Chris Lake suggested that since it was one of the ground rules when NCSC started, perhaps it needed to be reiterated again and that is any interoperability that exists will not be left behind.

To recap, Mr. Savage said he would go forward and prepare a status update for the HCS on the Plan development cycle and where we are at and we would not make a specific recommendation on grant application process. There was no objections.

Action Item : Send changes/updates to Maggie Thorne. Have this item on the next agenda for discussion.

#### **IV. STATUS REPORT FROM TECHNICAL WORK GROUP**

Jim Wilson provided an update on the activities of the workgroup:

1. He said the work group requested an overview of systems in place from all agencies and have received information from Clark County and the City of Las Vegas. This data will provide additional information for the Plan. He asked members to send him a 1-2 page overview of their systems in place.
2. Mr. Wilson mentioned that the Work Group did not agree with caching portable radios, though it's a good plan, if the radios are not maintained, the batteries are not maintained or the equipment not tested on a regular basis, it could cause a problem.

3. Mr. Wilson emphasized the importance of maintaining the Plan document as changes are made. He indicated that Mark Blomstrom suggested a BDR be submitted to see that the documents are maintained or that HCS be responsible.

Terry asked that Mark Blomstrom take an action item to make sure there is a placeholder for a BDR for the document update requirement and that he would take an action to put in a raise for Maggie Thorne.

4. Another issue discussed was that the 700 issue has not been developed yet for Nevada and the Work group was wondering if this could be folded into the consultant grant to be addressed.

**V. GRANT UPDATES**

Mark Blomstrom indicated he had nothing more to add on grants.

**VI. TRANSITION PATH POSSIBILITIES AND SOFTWARE DEFINED RADIOS**

Postponed to the next meeting.

**VIII. MEMBER UPDATES AND COORDINATION**

Postponed to the next meeting.

**VIII. LEGISLATIVE UPDATE**

Mr. Savage made an observation that NCSC does have a mandate to have a Communications Plan in place by July 1, 2005 that is approved by the Commission and NCSC will need to be discussing this item and whether or not NCSC needs to ask for an extension from the Legislature on this issue.

Glade Myler indicated that Mr. Bussell requested an opinion from the AG's office with regards to the open meeting law and when we get that opinion he would share that information that may make changes to the organization of NCSC.

**IX. HOMELAND SECURITY COMMISSION UPDATE**

Richard Sheldrew said the Technical Work Group had a discussion earlier on the Communications Plan and asked if this Committee was only restricted to radio communications or is this Committee looking at the entire communications? Glade said it's to look at "interoperability of state communications systems" and it was agreed that Glade would get clarification on exactly what that meant. Terry requested an action item on the next agenda for Scope of AB441 requirements.

E911 Survey: In Ralph Jaeck's absence, Mr. Blomstrom reported that basically we would take what has been prepared and forward it along with our Status Report to HCS.

**X. PUBLIC COMMENT**

None given.

**XI. ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 3:00 PM

Future Meeting: April 6, 2004

Minutes are posted on the website at: <http://ncsc.nv.gov/>

Questions Call: 775-684-5859 or email [maggiet@doit.state.nv.us](mailto:maggiet@doit.state.nv.us)

Draft minutes submitted by Maggie Thorne, 03/05/04

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_